



REPUBLIC OF LIBERIA
LOFA COUNTY COMMUNITY COLLEGE

Voinjama City, Lofa County
Republic of Liberia
West Africa



Office of the HR Director

November 5, 2018

JOB ANNOUNCEMENT

Job Title : Expeditor

Report to : Administration

Duty Station: Monrovia

A. Background

The Lofa County Community College seeks to hire an expeditor who has excellent communication skills, strong time management skills and a commitment to meeting deadlines, receiving orders on time and follows up college interests with the Finance Ministry and other Ministries as well as agencies as may be required.

B. Examples of Expeditor Responsibilities but limited to:

1. Contact suppliers to ensure that all drop purchase orders are received and that deliveries will ship on time
2. Maintain constant contact with vendors and institutions
3. Notify the LCCC team in a timely manner if there are any constrains in his/her responsibilities
4. Work with LCCC Business and Finance Office, Procurement Office, vendors and others to solve invoicing issues
5. Work with LCCC Business and Finance Office, Procurement Office, and President Office to process voucher and Local purchase order
6. Deliver financial documents to Ministry of Finance and Development Planning
7. Deliver all purchase orders to vendors either by mail or email
8. Received and deliver communication
9. Any assigned responsibilities

C. Examples of Expeditor skills

- a) Bachelor Degree in Business related courses such as Accounting, Business Management, etc.
- b) A minimum of 3 years' experience

Enumeration: Salary is attractive with several benefits.

Application should include a cover letter, resume, and photo copy of degree.

Send applications to:

Human Resource Office, Lofa County Community College, Voinjama City, Lofa County or

Email your letter to: zubahaggrey64@gmail.com or mulbadolo@gmail.

NB. DELINE FOR APPLICATION IS: November 15, 2018 at 5pm.

Signed: _____
ADMINISTRATION/LCCC